

NORTH CAROLINA BOARD OF NURSING

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

NORTH CAROLINA BOARD OF NURSING

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

NORTH CAROLINA BOARD OF NURSING

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Brenda McDougale, Records Officer
North Carolina Board of Nursing

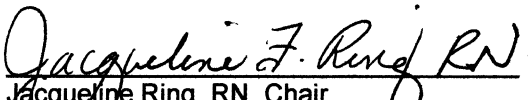


Mary P. Johnson, RN, Executive Director
North Carolina Board of Nursing



David Brook, Director
Division of Historical Resources

APPROVED



Jacqueline Ring, RN, Chair
North Carolina Board of Nursing



Lisbeth C. Evans, Secretary
Department of Cultural Resources

September 24, 2004

AWH

**North Carolina Board of Nursing
Administration**

Item 3332. INDIVIDUAL ACADEMIC RECORDS FILE. Record copies of academic records of students in nursing programs offered by schools and institutions which have closed. (Comply with applicable provisions of 20 USCA 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records transferred to the custody of the Archives.

Item 21005. MINUTES OF THE BOARD OF NURSING. Minutes of meetings of the Board of Nursing, which regulates all nursing practice in the state.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer records currently being held for agency in the State Records Center to the custody of the Archives 5 years from date received.

Item 21006. PERSONNEL FILE. Records concerning board employees. File includes applications, resumes, personnel action forms, and other related records for employees participating in the North Carolina Teachers' and Employees' Retirement System and the North Carolina Licensing Boards Retirement Savings Plan. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center records concerning employees participating in the North Carolina Teachers' and Employees' Retirement System 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy in office records concerning employees participating in the North Carolina Licensing Boards Retirement Savings Plan 7 years after employee terminates service.

**North Carolina Board of Nursing
Administration**

Item 21008. NATIONAL COUNCIL OF STATE BOARDS OF NURSING (NCSBN) TESTING SERVICE CONTRACTS FILE. Records concerning contracts for the testing of applicants for licensure as Registered Nurses and Licensed Practical Nurses. File includes contracts, correspondence, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 21010. DISCIPLINARY ACTIONS FILE. Record copies of data concerning disciplinary actions taken by the Board of Nursing against registered nurses and licensed practical nurses for misconduct or violations of regulations. Data is entered into Index to Disciplinary Actions Database (Electronic) File (Item 21011) and routinely updated.

DISPOSITION INSTRUCTIONS: Scan in office onto optical disk when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Destroy in office optical disks after 30 years.

Item 21016. REGISTERED AND LICENSED PRACTICAL NURSES ASSIGNED EXAMINATION NUMBERS FILE. Record copies of listings of students enrolled in nursing programs who have been assigned examination numbers. File also includes check lists for score sheets.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 21017. OTHER STATE BOARDS OF NURSING FILE. Reference copies of requirements and regulations of boards of nursing of other states.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 21021. NURSING REFERENCE FILE. Reference materials concerning nursing subjects. File includes correspondence, publications, statistics, laws, reports, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**North Carolina Board of Nursing
Administration**

Item 21022. LIBRARY INDEX CARD FILE. Card file of material in the board library. File is cross-indexed by subject, author, and title.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 21033. REGULATIONS AND POLICIES FILE. Records concerning board regulations and policies.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when superseded. Records will be held for the board in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 21037. REGISTERED NURSES PERMANENT RECORD CARD FILE. Record copies of data on 3x5 cards providing information concerning each registered nurse in the state. Information for each nurse includes name, certificate number, date of registration, and school from which nurse graduated.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 21043. REGISTERED NURSES DELINQUENT CARD FILE. Computer punch cards and printouts providing data concerning registered nurses who failed to return renewal license application forms before the required date and consequently are not licensed to practice in North Carolina. Information for each nurse includes name, address, and certificate number.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 21044. LICENSED PRACTICAL NURSES PERMANENT RECORD CARD FILE. Record copies of data on 3x5 cards concerning each licensed practical nurse currently licensed to practice in the state. Information for each nurse includes name, registration number, and name of school attended.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 21049. LICENSE PRACTICAL NURSE DELINQUENT CARD FILE. Computer punch cards and printouts providing data concerning licensed practical nurses who failed to return renewal license application forms before the required date and consequently are not licensed to practice in North Carolina. Information for each nurse includes name, address, and certificate number.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**North Carolina Board of Nursing
Administration**

Item 21050. RAW SCORES FILE. Record copies of data contained in ledgers providing the raw scores of nurses taking examinations for licensure as registered nurses and licensed practical nurses.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 21051. DIVORCED NURSES WHO RESUME MAIDEN NAME FILE. Record copies of data concerning divorced nurses who resume use of maiden name. Information for each nurse includes proof of court action to resume use of maiden name and a request to board to have a new license issued to individual with maiden rather than former name.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 21053. INITIAL NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX) FILE. Records concerning initial applications for NCLEX examinations. File includes initial applications, program verification forms, transcripts, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 21055. AUDIT REPORTS FILE. Annual audit reports of board funds.

DISPOSITION INSTRUCTIONS: Transfer 1 copy to the State Records Center when report is received. Records will be held for board in the State Records Center 10 additional years and then transferred to the custody of the Archives. Retain 1 copy in office permanently. Destroy in office remaining copies after 10 years.

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Item 43754. ATTORNEY GENERAL'S OPINIONS FILE. Reference copies of legal opinions and rulings prepared by the Office of the Attorney General regarding interpretations of board regulations.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 43756. NURSE MEMBER ELECTION FILE. Records concerning election of nurses to the board. File includes petitions, correspondence, notices, instructions, candidate biographies, and certified election results. (File is maintained in compliance with the North Carolina Administrative Code (NCAC) 21 NCAC 36.0109.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 43758. STANDING AND AD-HOC COMMITTEE MINUTES FILE. Records concerning committees of the board. File includes minutes, recommendations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 43918. SECOND-TIME WRITERS FILE. Applications for repeat National Council Licensure Examination (NCLEX) examinations after expiration of initial application.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 47107. NURSING CENTENNIAL FILE. Records concerning the historical nursing centennial in North Carolina. File includes videotapes, films, publications, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately for immediate transfer to the custody of the Archives.

**North Carolina Board of Nursing
Compliance**

Item 43760. ABSOLUTION COMPLIANCE FILE. Records in paper and electronic formats concerning licensees who have been granted absolution following receipt of a reprimand. File includes investigative reports, summaries, and other related records. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Scan in office onto optical disk when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Destroy in office optical disks after 30 years.

Item 43761. CODE B COMPLIANCE FILE. Records in paper and electronic formats concerning licensees who have satisfactorily complied with all conditions of disciplinary action or an alternative program. File includes investigative reports, summaries, correspondence, board actions, and other related records. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Scan in office onto optical disk when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Destroy in office optical disks after 30 years.

Item 43762. CODE F INACTIVE STATUS FILE. Records in paper and electronic formats concerning licensees who have completed Code B compliance and have requested inactive status. File includes request for inactive status, investigative reports, summaries, and other related records. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Scan in office onto optical disk when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Destroy in office optical disks after 30 years.

Item 43763. CODE G COMPLIANCE FILE. Records in paper and electronic formats concerning licensees who hold a restricted license (Code R status) or who have received a reprimand and have not worked for 1 year (Code M status), and have requested inactive status. File includes investigative reports, summaries, and other related records. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Scan in office onto optical disk when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Destroy in office optical disks after 30 years.

**North Carolina Board of Nursing
Compliance**

Item 43764. CODE R COMPLIANCE FILE. Records in paper and electronic formats concerning licensees whose restricted license (Code R status) has lapsed. File includes investigative reports, summaries, board actions, and other related records. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Scan in office onto optical disk when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Destroy in office optical disks after 30 years.

Item 43765. DECEASED NURSES INVOLVED IN DISCIPLINE OR COMPLIANCE FILE. Records concerning deceased licensees who have had action with the Discipline and/or Compliance Departments. File includes investigative reports, summaries, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after death is verified.

Item 43770. RENEWAL COURT CHARGES AND CONVICTIONS FILE. Records concerning reports of legal charges against or convictions of licensees applying for license renewal. File includes subpoenas, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office at the end of the biennium in which the report is received.

Item 43771. RENEWAL CHARGES IN OTHER STATES FILE. Records concerning disciplinary action or legal charges in other states which are reported on renewal requests. File includes official copy of charges and actions received from other states, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office at the end of the biennium in which the report is received.

Item 44185. CODE M REPRIMAND FILE. Records concerning licensees who have received a reprimand. File includes request for inactive status, investigative reports, summaries, and other related records.

DISPOSITION INSTRUCTIONS: Records transferred to Code B Compliance File (Item 43761).

**North Carolina Board of Nursing
Compliance**

Item 47242. AUTHORITY FOR RELEASE OF INFORMATION FORM FILE. Release forms signed by applicants for initial licensure in North Carolina granting the North Carolina Board of Nursing permission to request a criminal background check in accordance with G.S. 90-171.48. (Comply with applicable provisions of G.S. 131E-97 and 131E-97.1 regarding the confidentiality of contract health care providers' records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 47243. CRIMINAL BACKGROUND CHECK REPORT FILE. Reports received from SBI on mandatory criminal background checks for initial licensure in North Carolina in accordance with G.S. 90-171.48. File also includes findings. (Comply with applicable provisions of G.S. 131E-97 and 131E-97.1 regarding the confidentiality of contract health care providers' records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**North Carolina Board of Nursing
Discipline**

Item 21011. INDEX TO DISCIPLINARY ACTIONS DATABASE (ELECTRONIC) FILE. Electronic records concerning disciplinary actions taken by the board. Electronic file includes name, address, and certificate number of individual involved, charge, and board action. Data is entered into this database from Code C Discipline File (Item 43777) and Disciplinary Actions File (Item 21010). (File maintenance and backup procedures are conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

Item 43776. ADMINISTRATIVE HEARINGS FILE. Records concerning administrative hearings of the board. File includes audio tapes and transcriptions. (Comply with applicable provisions of G.S. 131E-97 and 131E-97.1 regarding the confidentiality of contract health care providers' records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 43777. CODE C DISCIPLINE FILE. Records in paper and electronic formats concerning individuals whose license has been revoked or suspended as a result of disciplinary action. File includes names, addresses, certificate numbers, charges, investigative reports, summaries, board actions, and other related records. Names, addresses, certificate numbers, charges, and board actions are entered into Index to Disciplinary Actions Database (Electronic) File (Item 21011) and routinely updated. (Comply with applicable provisions of G.S. 131E-97 and 131E-97.1 regarding the confidentiality of patient and personnel records.) (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Scan in office onto optical disk when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Destroy in office optical disks after 30 years.

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Discipline**

Item 43778. LETTERS OF CONCERN FILE. Records in paper and electronic formats concerning licensees who have received Letters of Concern, but no formal disciplinary action. File includes investigative reports, summaries, letters of concern, and other related records. (Comply with applicable provisions of G.S. 131E-97 and 131E-97.1 regarding the confidentiality of patient and personnel records.) (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Scan in office onto optical disk when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Destroy in office optical disks after 10 years. Destroy records currently being held for agency in the State Records Center 10 years from date of record.

Item 43779. NO FURTHER ACTION FILE. Records in paper and electronic formats concerning investigations which did not result in charges. File includes investigative reports, summaries, letters of complaint, and other related records. (Comply with applicable provisions of G.S. 131E-97 and 131E-97.1 regarding the confidentiality of patient and personnel records.) (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Scan in office onto optical disk when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Destroy in office optical disks after 10 years. Destroy records currently being held for agency in the State Records Center 10 years from date of record.

**North Carolina Board of Nursing
Education**

Item 3331. NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX) CANDIDATE FILE.

Records in paper and electronic formats concerning candidates' NCLEX results. File includes lists of candidates by education program, pass/failing rates, and other related records. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

Item 21015. ANNUAL NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX) PASS RATES BY NURSING EDUCATION PROGRAM FILE. Records in paper and electronic formats concerning nursing education programs' students' results on the NCLEX exam. File includes passing rates by year and by first-time or repeat candidate status. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 10 years. Destroy in office electronic records when administrative value ends.

Item 21018. LIST OF APPROVED NURSING EDUCATION PROGRAMS FILE. Publication listing the nursing education programs approved by the board.

DISPOSITION INSTRUCTIONS: Transfer 10 or more copies of each publication to the Documents Section, State Library of North Carolina, when received from printer, in accordance with G.S. 125-11.7/11.8. Retain 1 copy of each publication in board permanently. Destroy in office remaining copies when reference value ends.

Item 21023. NURSING EDUCATION PROGRAMS FILE. Records concerning nursing education programs in the state. File includes program descriptions, annual reports, survey reports, self-study reports, and other related records. (File is maintained in compliance with G.S. 90-171.40.)

DISPOSITION INSTRUCTIONS: Transfer records concerning programs which close to the Closed Schools File (Item 21031) when program closes. Transfer survey reports to the State Records Center after 15 years to be microfilmed for permanent storage. Microfilmed paper records will be destroyed in the State Records Center after microfilming. The original copy (silver-halide) of microfilm will be stored permanently in the Archives vault. Destroy in office remaining records when reference value ends.

Item 21024. PROPOSED BACCALAUREATE PROGRAMS FILE. Record and information copies of data concerning proposed baccalaureate nursing programs to be offered throughout the state.

DISPOSITION INSTRUCTIONS: Records transferred to Proposed Nursing Education Programs File (Item 21026).

**North Carolina Board of Nursing
Education**

Item 21025. ASSOCIATE DEGREE PROGRAMS FILE. Record and information copies of data concerning associate degree nursing programs offered throughout the state, primarily in community colleges. File for each school offering program(s) includes correspondence, catalogs, annual and supplemental reports, consultants' reports, school agreements, and other related data.

DISPOSITION INSTRUCTIONS: Records transferred to Nursing Education Programs File (Item 21023).

Item 21026. PROPOSED NURSING EDUCATION PROGRAMS FILE. Records concerning proposed nursing education programs in the state. File includes applications, supporting documentation, nursing diploma programs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer records relating to approved programs to Nursing Education Programs File (Item 21023) when approved. Destroy in office remaining records when reference value ends.

Item 21027. DIPLOMA PROGRAM FILE. Record and information copies of data concerning nursing diploma programs administered by non-degree granting institutions (e.g. hospitals) throughout the state. File includes correspondence, catalogs, annual and supplemental reports, consultants' reports, agreements with institutions, and other related data.

DISPOSITION INSTRUCTIONS: Records transferred to Nursing Education Programs File (Item 21023).

Item 21028. PROPOSED DIPLOMA PROGRAM FILE. Record and information copies of data concerning proposed nursing diploma programs to be offered throughout the state.

DISPOSITION INSTRUCTIONS: Records transferred to Proposed Nursing Education File (Item 21026).

Item 21029. LICENSED PRACTICAL NURSE EDUCATION PROGRAM FILE. Record and information copies of data concerning licensed practical nurse programs, primarily those administered by community colleges throughout the state. File for each program includes correspondence, catalogs, annual and supplemental reports, consultants' reports, agreements with colleges or institutions, and other related data.

DISPOSITION INSTRUCTIONS: Records transferred to Nursing Education Programs File (Item 21023).

**North Carolina Board of Nursing
Education**

Item 21030. PROPOSED LICENSED PRACTICAL NURSE EDUCATION PROGRAM FILE.

Record and information copies of data concerning proposed licensed practical nurse programs to be offered throughout the state.

DISPOSITION INSTRUCTIONS: Records transferred to Proposed Nursing Education Programs File (Item 21026).

Item 21031. CLOSED SCHOOLS FILE. Records concerning nursing education programs which have closed. File includes program descriptions, annual reports, survey reports, self-study reports, records certifying the closure of the program and location of student records, and other related records.

DISPOSITION INSTRUCTIONS: Transfer survey reports and records certifying the closure of the program and the location of student records to the State Records Center after 15 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy remaining records in office when reference value ends.

Item 21032. SURVEY REPORTS AND CORRESPONDENCE FILE. Record copies of consultants' annual survey reports and school correspondence.

DISPOSITION INSTRUCTIONS: Records transferred to Nursing Education Programs File (Item 21023).

Item 21034. STATE EDUCATIONAL DIRECTORIES FILE. Reference copies of catalogs listing state-accredited high schools. (File is used to determine the credibility of potential nursing students' high school diplomas.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 21035. CLINICAL AGENCY SURVEY FILE. Records concerning routine surveys of agencies providing clinical education. File includes survey reports, records certifying the closure of the program and the location of student records, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records in office immediately.

Item 21036. ENROLLMENT REPORTS FILE. Record copies of data concerning enrollments, admissions, and graduations from schools and institutions offering nursing programs.

DISPOSITION INSTRUCTIONS: Records transferred to Nursing Education Programs File (Item 21023).

**North Carolina Board of Nursing
Education**

Item 21045. APPLICATIONS OF FAILED STUDENTS (LICENSED PRACTICAL NURSES)

FILE. Record copies of licensed practical nurses examination applications submitted by applicants who subsequently failed examination. File also includes examination results, high school records, and nursing school records.

DISPOSITION INSTRUCTIONS: Records transferred to Applications for Unsuccessful National Council Licensure Examination (NCLEX) Registered Nurse and Practical Nurse Candidate File (Item 21040).

Item 43782. NURSE AIDE II PROGRAM APPLICATIONS FILE. Records concerning programs for the training of Nurse Aide II candidates. File includes initial applications, annual reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**North Carolina Board of Nursing
Licensure and Listing**

Item 3333. REGISTERED NURSES INDIVIDUAL APPLICATIONS FOR LICENSURE FILE.

Records concerning individuals who apply for licensure as registered nurses. File includes applications, photographs of candidates, National Council Licensure Examination (NCLEX) results, verification of licensure in other states, and other related records. Applications, verifications of licensure in other states, and other related data are entered into the Registered Nurse National Council Licensure Examination (NCLEX) Candidate Database (Electronic) File (Item 43920) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to Incomplete Application File (Item 21052) when application becomes invalid. Transfer to Licensure Denial File (Item 21013) when application is denied. Transfer remaining records to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 30 additional years and then destroyed.

Item 3334. LICENSED PRACTICAL NURSES INDIVIDUAL APPLICATIONS FILE. Records concerning individuals who apply for licensure as practical nurses. File includes applications, photographs of candidates, National Council Licensure Examination (NCLEX) results, verification of licensure in other states, and other related records. Applications, verification of licensure in other states, and other related data are entered into Licensed Practical Nurse National Council Licensure Examination (NCLEX) Candidate Database (Electronic) File (Item 43921) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to Incomplete Application File (Item 21052) when application becomes invalid. Transfer to Licensure Denial File (Item 21013) when application is denied. Transfer remaining records to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 30 additional years and then destroyed.

Item 21012. DECEASED NURSES FOLDERS FILE. Records in paper and electronic formats concerning nurses who have died. File includes newspaper clippings, obituaries, and other related records. Electronic file includes biographical data. (File maintenance and backup procedures are conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 2 years. Destroy in office electronic records when administrative value ends.

Item 21013. LICENSURE DENIAL FILE. Records concerning denied applications for licensure. File includes applications, board actions, photographs of candidates, examination results, verification of licensure in other states, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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Licensure and Listing**

Item 21038. REGISTERED NURSES LICENSED BY EXAMINATION OR ENDORSEMENT

FILE. Records concerning registered nurses licensed to practice in the state by examination or endorsement. File includes names, certificate numbers, dates of licensure, and examination results.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 65 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 21039. REGISTERED NURSES MASTER DATABASE (ELECTRONIC) FILE. Electronic records concerning each registered nurse in the state. Information for each nurse includes name, address, certificate number, application, and licensure verification. Data is entered into this database from Registered Nurse National Council Licensure Examination (NCLEX) Candidate Database (Electronic) File (Item 43920). (File maintenance and backup procedures are conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

Item 21040. APPLICATIONS FOR UNSUCCESSFUL NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX) REGISTERED NURSE AND PRACTICAL NURSE CANDIDATE FILE. Records in paper and electronic formats concerning NCLEX candidates who did not pass examination. Electronic file contains original application, reapplication form, and the number of times candidates took NCLEX exam. Paper file includes the most recent reapplication form. (File maintenance and backup procedures are conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when reference value ends.

Item 21041. REGISTERED NURSES INACTIVE FILE. Completed licensure renewal forms from nurses who have requested inactive status. File also includes correspondence.

DISPOSITION INSTRUCTIONS: Transfer to Registered Nurses Individual Applications for Licensure File (Item 3333) when license is reactivated. Transfer to Deceased Nurses Folders File (Item 21012) when notified of nurse's death. Destroy in office remaining records 2 years after expiration date of active license.

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Licensure and Listing**

Item 21042. REGISTERED NURSES RENEWAL FILE. Records in paper and electronic formats of requests by licensed registered nurses to renew licensure. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 21046. LICENSED PRACTICAL NURSES LICENSED BY EXAMINATION, ENDORSEMENT, OR WAIVER FILE. Records concerning licensed practical nurses licensed to practice in the state by examination, endorsement, or waiver. File includes names, certificate numbers, dates of licensure, examination results, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 65 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 21047. LICENSED PRACTICAL NURSES RENEWAL FILE. Records in paper and electronic formats of requests by licensed practical nurses to renew licensure. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 21048. LICENSED PRACTICAL NURSES INACTIVE FILE. Records in paper and electronic formats of completed licensure renewal forms from nurses who have requested inactive status. File also includes correspondence. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Transfer paper and electronic records to Licensed Practical Nurses Individual Applications for Licensure File (Item 3334) when license is reactivated. Transfer paper and electronic records to Deceased Nurses Folders File (Item 21012) when notified of nurse's death. Destroy in office remaining paper and electronic records 2 years after expiration date of active license.

**North Carolina Board of Nursing
Licensure and Listing**

Item 21052. INCOMPLETE APPLICATION FILE. Records concerning incomplete applications and endorsements of nurses in other states seeking registration in North Carolina as registered nurses or licensed practical nurses.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

Item 43766. CASE MANAGER VERIFICATION FILE. Records concerning nurses applying for Case Manager Certification . File includes reference copies of forms forwarded to the Commission for Case Managers Certification.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

Item 43767. CENSUS REPORT FILE. Records in paper and electronic formats of reports from employers listing all employed nurses. (File is maintained in compliance with the North Carolina Administrative Code (NCAC) 21 NCAC 36.0216.) (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year.

Item 43768. DUPLICATE LICENSE APPLICATION FILE. Applications for duplicate licenses.

DISPOSITION INSTRUCTIONS: Destroy in office at the end of the biennium in which the duplicate license is issued.

Item 43769. LICENSE REINSTATEMENT FILE. Records in paper and electronic formats of requests to reinstate registered and licensed practical nursing licenses. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year if no litigation, claim, audit, or other official involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 43772. REQUESTS FOR NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX) SCORES FILE. Requests for scores on the National Council Licensure Examination.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

**North Carolina Board of Nursing
Licensure and Listing**

Item 43773. REQUESTS FOR NORTH CAROLINA CERTIFICATE NUMBER FILE. Requests for North Carolina certificate numbers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

Item 43774. SUPPLEMENTAL REINSTATEMENT FILE. Records concerning reinstatement of registered nurse and licensed practical nursing licenses. File includes employment information, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office at the end of the biennium in which the reinstatement occurs.

Item 43775. VISA SCREEN VERIFICATIONS FILE. Records concerning nurses applying for a Visa Screen Credentials Assessment. File includes reference copies of forms forwarded to the International Commission on Healthcare Professionals.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

Item 43780. NURSE AIDE II APPLICATIONS FOR LISTING FILE. Applications for listing as Nurse Aide II's.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 43781. NURSE AIDE II FILE. Records concerning Nurse Aide II's who are being monitored by the board or the Division of Facility Services for misconduct. File includes correspondence, abuse letters from the Department of Health and Human Services, Division of Facility Services, and other related records. (Comply with applicable provisions of G.S. 131E-97 and 131E-97.1 regarding the confidentiality of patient and personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 43783. NURSE AIDE II RENEWAL FORMS FILE. Renewal forms for Nurse Aide II classification.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**North Carolina Board of Nursing
Licensure and Listing**

Item 43919. LICENSED PRACTICAL NURSES MASTER DATABASE (ELECTRONIC) FILE.

Electronic records concerning each licensed practical nurse in the state. Information for each nurse includes name, address, and certificate number. Data is entered into this database from Licensed Practical Nurse National Council Licensure Examination (NCLEX) Candidate Database (Electronic) File (Item 43921). (File maintenance and backup procedures are conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when administrative value ends.

Item 43920. REGISTERED NURSE NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX) CANDIDATE DATABASE (ELECTRONIC) FILE. Electronic records concerning candidates for registered nurse licensure to take the National Council Licensure Examination (NCLEX). Electronic file includes applications, verifications of licensure in other states, and other related records. Data is entered into this database from the Registered Nurses Individual Applications for Licensure File (Item 3333). (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Transfer records concerning candidates who are licensed to Registered Nurses Master Database (Electronic) File (Item 21039) when candidate is licensed. Destroy in office records of candidates who failed examination after 1 year.

Item 43921. LICENSED PRACTICAL NURSE NATIONAL COUNCIL LICENSURE EXAMINATION (NCLEX) CANDIDATE DATABASE (ELECTRONIC) FILE. Electronic records concerning candidates for licensed practical nurse licensure to take the National Council Licensure Examination (NCLEX). Electronic file includes applications, verifications of licensure in other states, and other related records. Data is entered into this database from Licensed Practical Nurses Individual Applications File (Item 3334). (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Transfer records concerning candidates who are licensed to Licensed Practical Nurses Master Database (Electronic) File (Item 43919) when candidate is licensed. Destroy in office records of candidates who failed examination after 1 year.

**North Carolina Board of Nursing
Midwifery Joint Committee**

Item 43792. AUDIT REPORTS FILE. Reports of annual audits of the committee.

DISPOSITION INSTRUCTIONS: Retain in office 1 copy permanently. Transfer 1 copy to the State Records Center when received. Records will be held for the Committee 10 additional years and then transferred to the custody of the Archives. Destroy in office remaining copies after 10 years.

Item 43793. CASH RECEIPTS AND DISBURSEMENT LEDGERS FILE. Ledgers concerning the committee's daily financial status.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 43794. CERTIFIED NURSE MIDWIVES APPLICATIONS FILE. Applications from Registered Nurses for approval to perform medical acts consistent with the practice of midwifery.

DISPOSITION INSTRUCTIONS: Transfer to Certified Nurse Midwives (Active) File (Item 44472) when license is approved. Transfer to Certified Nurse Midwives Inactive File (Item 43795) when license is denied.

Item 43795. CERTIFIED NURSE MIDWIVES (INACTIVE) FILE. Records concerning certified nurse midwives who have not renewed their licenses as registered nurses. File includes initial applications and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Certified Nurse Midwives Approval File (Item 43794) when nurse reactivates licensure. Transfer to Deceased Certified Nurse Midwives File (Item 43796) when notified of nurse's death. Transfer remaining records to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

Item 43796. DECEASED CERTIFIED NURSE MIDWIVES FILE. Records concerning certified nurse midwives who have died. File includes initial applications and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 43797. EQUIPMENT FILE. Records concerning committee equipment. File includes purchasing information, manuals, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**North Carolina Board of Nursing
Midwifery Joint Committee**

Item 43798. FINANCIAL FILE. Records concerning the committee's financial status. File includes bank statements, checks, bills, invoices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 43799. MINUTES OF MIDWIFERY JOINT COMMITTEE. Record copies of minutes of the Midwifery Joint Committee, which regulates the practice of midwifery in the state.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 20 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 44472. CERTIFIED NURSE MIDWIVES (ACTIVE) FILE. Records concerning certified nurse midwives. File includes current renewal application, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Certified Nurse Midwives (Inactive) File (Item 43795) when license is not renewed. Transfer to Deceased Certified Nurse Midwives File (Item 43796) when notified of nurse's death.

**North Carolina Board of Nursing
Practice**

Item 21019. NURSE PRACTITIONER FILE. Records in paper and electronic formats concerning nurses who perform medical acts. File includes applications, employment information, descriptions of medical acts to be performed, and other related records. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Retain in office paper records permanently. Destroy in office electronic records when administrative value ends.

Item 21020. NURSE PRACTITIONER CARD INDEX FILE. Card index concerning nurses who have been approved to perform medical acts. File includes name of applicant, date of approval, and type of practitioner.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 43784. DECEASED NURSE PRACTITIONER FILE. Records concerning Nurse Practitioners who have died. File includes applications, employment information, descriptions of medical acts nurse was licensed to perform, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 43785. DENIAL OF NURSE PRACTITIONER APPROVAL FILE. Records concerning nurses whose applications for Nurse Practitioner status have been denied. File includes applications, employment information, descriptions of medical acts to be performed, board actions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 43786. NURSE PRACTITIONER APPROVED PROGRAM FILE. Records in paper and electronic formats concerning programs which meet the core requirements for training Registered Nurses as Nurse Practitioners. File includes program application, core curriculum, and other related records. (File maintenance and backup procedures are conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when administrative value ends.

**North Carolina Board of Nursing
Practice**

Item 43787. NURSE PRACTITIONER INACTIVE FILE. Records concerning Nurse Practitioners who have not renewed their licenses as Registered Nurses. File includes applications, employment information, descriptions of medical acts to be performed, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

Item 43788. PRACTICE INTERPRETATIONS FILE. Records in paper and electronic formats concerning board interpretations of nursing practice activities, responsibilities, functions, and tasks of licensed and unlicensed individuals. Interpretations are based on the General Statutes, Administrative Code, and board regulations. File includes correspondence, memorandums, and other related records. (File maintenance and backup procedures conducted by Information Systems.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when superseded or obsolete.

Item 43789. AGENCIES APPROVED FOR CATEGORY II ACTIVITIES FILE. Records concerning agencies which are approved to train employees who are Registered Nurses and Licensed Practical Nurses to perform advanced activities. File includes Category II activity forms, agency applications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 43790. AGENCIES APPROVED NURSE AIDE I'S TO PERFORM UP TO 4 NURSE AIDE II TASKS FILE. Records concerning requests for Nurse Aide I's to be approved to perform up to 4 Nurse Aide II tasks. File includes request forms, approvals, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 43791. CORPORATIONS AND LIMITED LIABILITY COMPANIES FILE. Records concerning registered nurses who apply to form professional corporations, association or limited liability companies. File includes articles of incorporation, applicant information (names, certificate numbers), and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

